



DEPARTMENT OF THE NAVY  
HEADQUARTERS UNITED STATES MARINE CORPS  
WASHINGTON, DC 20380-0001

MCO 4420.4H  
LPS-4-dt  
17 Aug 1987

MARINE CORPS ORDER 4420.4H W/CH 1

From: Commandant of the Marine Corps  
To: Distribution List

Subj: Department of Defense Activity Address Directory (DODAAD)

Ref: (a) DoD 4000.25-D, DODAAD  
(b) DoD 4500.32-R, MILSTAMP  
(c) MCO P7301.65P  
(d) MCO P4400.76A  
(e) MCO P4400.82F  
(f) DoD Handbook H4-2 (NOTAL)  
(g) MCO P4600.10B  
(h) DLAH 4510.4 (NOTAL)

1. Purpose. To provide amplifying instructions to complement references (a) through (e) regarding the assignment and use of Department of Defense (DoD) activity address codes (ACs).

2. Cancellation. MCO 4420.4G.

3. Change Notation. Significant changes contained in this revision are denoted by asterisks (\*) shown in the outer left margin.

4. Information. The subject directory is a collection of addresses and alphanumeric codes which identify units and organizations throughout the Defense establishment, along with certain governmental agencies and civilian contractors which requisition, ship, or receive materiel; fund/pay bills; and/or, account for DoD-owned supplies and materiel. Each military service is required by reference (a) to designate a service point (SP) to control the contents of that services portion of the directory and to ensure compliance with standard DODAAD procedures. The SP for the Marine Corps is:

Commanding General  
Code 802-1  
Marine Corps Logistics Base  
Albany, GA 31704-5000

Telephone: AUTOVON 460-6574/6575  
Commercial 912-439-6574/6575

5. Policy. Two general categories of ACs applicable to the Marine Corps will be published in reference (a): "M" prefixed codes, identifying Marine Corps units of the functional areas within a Marine Corps activity; and, "L" prefixed codes, identifying contractors with which the Marine Corps conducts business. The maintenance of current and accurate address information in reference (a) is a command responsibility. ACs maintained in the Marine Corps portion of reference (a) shall be established under the following criteria:

a. "M" Prefixed ACs. The basic criterion for entering a Marine Corps address code in the DODAAD is the requirement that the mission of the unit/functional area include one or more of the following responsibilities: to requisition, ship, receive, fund/pay bills, and/or, account for supplies and materiel under the procedures issued by the Commandant of the Marine Corps (CMC). Hence, units below the battalion/separate company level will not normally have ACs. For various reasons, such as special tactical task organizations, it may be essential that units of a lower level (i.e., nonaccountable organizations) be included. It is the responsibility of the activity commander to make this determination and to ensure that a property and/or financial accounting capability is provided.

(1) In the initial construction of the six-digit AC prescribed by reference (a), existing reporting unit codes (RUCs) must be used by prefacing the RUC with an "M." When a unit identification code (UIC) has been established, it will be used as the AC. When an AC is required for a unit/activity for which neither an RUC nor a UIC exists, ACs may be based on Military Standard Requisitioning and Issue System routing identifier codes (RICs); e.g., MMR100 identifies the General Account Supported Activities Supply System Management Unit, Supply Battalion, 3d Force Service Support Group (FSSG) (RIC MRI). When none of the preceding criteria are applicable, ACs will be unilaterally assigned by the SP from between a range of 90,000 through 99,999. Assigned ACs will be unique and will not duplicate existing ACs published in reference (a). Once an AC is assigned, it shall be referred to as an AC, which term has supply and logistics significance only.

(2) The "M" prefixed address codes published in reference (a) are further broken down into the following three types of address codes (TACs), each of which denotes a specific type of address. Marine Corps policy requires that each requisitioning activity have a TAC 1 address, with a TAC 2 and/or TAC 3 when required.

(a) TAC 1. Address to be used for mailing materiel (parcel post) or documentation. Also, to be used for continental

United States (CONUS) freight shipments if no TAC 2 is listed and may be used for billing if no TAC 3 is listed.

(b) TAC 2. Address to be used for freight shipments (when the in-the-clear freight shipping address differs from the TAC 1) per references (f) through (h) and military service consignment publications. TAC 2 is required for all overseas activities, to include break bulk point (BBP), air terminal identifier (ATI), and port designator (PD) codes. Assistance in determining the proper ATI or PD assignment should be obtained from the transportation office supporting the unit concerned. If additional assistance is required, units should contact the Marine Corps DODAAD SP by message. CONUS TAC 2 addresses (TAC 1 if no TAC 2 is otherwise required) will include a standard point location code which will be assigned by the Marine Corps SP.

(c) TAC 3. The address to which billings will be sent if this address is different from the TAC 1 address.

(3) The ACs of all units authorized to requisition against funds allotted to each command will also be published in reference (c). Failure to incorporate all ACs authorized to charge funds under the applicable operating budget (OPBUD)/UIC in reference (c) will result in rejected requisitions with "CX" status.

(4) The policy for construction of ACs for clothing, ammunition, subsistence issue points, and elements of the direct support stock control points is contained in reference (d). Policy concerning operational readiness and secondary reparable float ACs is contained in reference (e).

(5) Once loaded, ACs will not be changed or deleted, except by specific request of the command concerned.

b. "L" Prefixed ACs. Contractor codes published in reference (e) shall be used as "L" prefixed.

## 6. Action

a. Addressees shall:

(1) Review and validate reference (a) on a continuing basis and assure that all address information contained therein is accurate and current. Report any modifications required per paragraph 6a(2), following.

(2) Take timely action on a continuing basis to add, revise, or delete address data per the policies outlined herein.

Requests for modification of address shall be forwarded to the SP identified in paragraph 4, preceding, and shall include the following:

(a) All Requests. Either a statement of the type of change being requested (addition, revision, or deletion) or the document identifier (i.e., TA1, TA3, or TA4) as contained in reference (a), and the desired effective date. The clear text address must not exceed four lines, 35 spaces per line, and be free of salutatory titles, punctuation, and special characters. The names of States will not be spelled out, but will be a two-letter abbreviation. Zip codes must contain nine digits.

(b) Requests for Additions or Changes. The complete identifying information as required by the respective type address. For example:

\* 1 TAC 1. Name of the unit, primary organization to which identified, and fleet post office (FPO) address designation.

<u>Example A.</u>	TAC 1	M12200	Commanding Officer 8th Marines 2d MarDiv FMFLANT Camp Lejeune NC 28542-5001
<u>Example B.</u>	TAC 1	MMAZ00	Commissary Store Marine Corps Logistics Base Albany GA 31704-5000
<u>Example C.</u>	TAC 1	M28020	Commanding Officer 9th MTBN 3d FSSG FPO San Francisco CA 96604-8850

\* 2 TAC 2 (CONUS). All CONUS Marine Corps commanders with requisitioning authority shall submit a TAC 2 address designating the supporting traffic management/receiving address. Examples of TAC 2 addresses for the preceding TAC 1 addressees are:

<u>Example A.</u>	TAC 2	M12200	Traffic Management Officer Marine Corps Base Camp Lejeune NC 28542-5703
<u>Example B.</u>	TAC 2	MMAZ00	Traffic Management Officer Marine Corps Logistics Base Albany GA 31704-5000

\* 3 TAC 2 (Overseas). Overseas activities shall include the complete geographic location along with the name of the unit and primary organization to which identified, including the ATI, PD, and BBP.

Example A.            TAC 2    M28020    Traffic Management Officer  
   M F 9th MTBN 3d MarDiv  
   Camp Hansen Okinawa  
   Ryukyu Islands Japan  
   ATI = DNA PD = UBI    BBP = M29000

4 TAC 2 (Activities Aboard Navy Ships). For units assigned to vessels, indicate TAC 2 as follows:

a The name of the ship on the first line.

b "See preface to Marine Corps codes" on the second line.

Per the preface to Marine Corps ACs contained in reference (a), shipping activities shall contact the appropriate Navy fleet locator unit to obtain the correct consignment instructions.

\* 5 TAC 3. By using examples A, B, and C in paragraph 6a(2) (b)1, preceding, the following would be valid TAC 3 addresses:

Example A.            TAC 3    M12200    Consol Fiscal Acct Officer M5530D  
   FMFLANT  
   Camp Lejeune NC    28542-5000

Example B.            TAC 3    MMAZ00    East Coast Commissary Complex  
   Bldg 1301  
   Camp Lejeune NC    28542-5002

Example C.            TAC 3    M28020    Consol Fiscal Acct Officer M67438  
   Marine Corps Base  
   Camp Smedley D Butler Okinawa  
   FPO Seattle WA    98773-5000

(c) Requests for Deletions. The same identification as for additions.

1 All commands shall ensure that prompt action is taken to delete ACs no longer required.

2 Commands shall not initiate AC deletion action until all outstanding requisitions (supply and fiscal actions)

using that AC have been completed or canceled (including cancellation confirmation). A request for deletion of an AC will not be approved unless the command includes the statement that "All outstanding requisitions for this AC have been canceled/completed."

b. The Commanding General, Marine Corps Logistics Base (MCLB), Albany shall: provide the requesting command with confirmation that requested additions/deletions or changes have been effected, monitor address data, and initiate update action, as appropriate, to assure that the Marine Corps portion of the DODAAD remains current.

c. In those cases when the unit's mission does not include an assigned organic supply function, but an AC is still considered essential, the request for loading an AC shall include certification that a supply/fiscal accounting capability has been provided or that controls have been established to ensure that these functions are performed.

d. All requests to load or modify an activity's address in reference (a) shall include the appropriate BBP, ATI, and PD as discussed in paragraph 5a(2) (b), preceding.

e. All commands having an assigned OPBUD/UIC shall ensure that the ACs of all units authorized to requisition against funds accounted for under that OPBUD/UIC are published in reference (c). Requisitions shall not be submitted prior to receipt of confirmation from the MCLB Albany, that the requested/directed changes have been effected.

7. Marine Aviation. Aviation units requiring Navy DODAAD listing/changes (Service Designator Codes N, R, and V) shall submit requirements to the Commander, Navy Finance and Accounting Center (NAFC-6), Washington, DC 20376-5001 via the CMC (ASL).

8. Reserve Applicability. This Order is applicable to the Marine Corps Reserve.



J. J. WENT  
Deputy Chief of Staff  
for Installations and Logistics

DISTRIBUTION: E

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Ch 1 (2 Nov 1987)

MARINE CORPS ORDER 4420.4H Ch 1

From: Commandant of the Marine Corps  
To: Distribution List

Subj: Department of Defense Activity Address directory (DODAAD)

Encl: New page inserts to MCO 4420.4H

1. Purpose. To transmit new page inserts and direct pen changes to the basic Order.

2. Action

a. Remove present pages 3 through 6, and replace them with corresponding pages contained in the enclosure hereto.

b. Promulgation page, originator's code, change "LLS-4" to read "LPS-4."

c. Paragraph 4, line 14, change "Code 824-1" to read "Code 802-1."

3. Summary of Changes

a. Provides correct Marine Corps Logistics Base, Albany service point code.

b. Provides examples of correct address formats that are compatible with the instructions per paragraphs 6a(2)(a).

4. Change Notation. Paragraphs denoted by an asterisk (\*) symbol contain changes not previously published.

5. Filing Instructions. This Change transmittal will be filed immediately following the signature page of the basic Order.

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